



EMPLOYMENT OPPORTUNITY WITH JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

Resource Coordinator

(Cradles to Crayons program)

Salary Range: \$37,835 - \$47,861 - \$57,886

Depends on Experience

Contract through June 2014 subject to renewal

Open Until Filled – First Review of Resumes will be July 9th

Location Address:

Durango
3445 W Durango
Phoenix, AZ 85009

This position will support all the programs at the Cradle to Crayons Child Welfare Center and help provide information and guidance to parents with children in out-of-home care regarding community resources and services. The Resource Coordinator must also effectively collaborate with Child Protective Services, staff within the programs at Cradle to Crayons Child Welfare Center and community agencies and services.

Essential Functions:

- Work in close collaboration with Child Protective Services (CPS) Case Managers and community resources, service providers and existing family resource centers.
- Work collaboratively with C2C Child Welfare Center staff in each program to ensure goals of the programs are being met.
- Determine what types of resources are needed to eliminate barriers and facilitate comprehensive service delivery for children and their families.
- Develop a comprehensive continuum of community-based services and resources appropriate to the individual needs of court involved 0-5 year old children and their families.
- Assist clients with determining and utilizing appropriate resources in the community.
- Contact with clients in the field as deemed appropriate.
- Completes necessary assessments of child/parent needs
- Attend staffing and case conferences when necessary.
- Develop and maintain a database of community resources.
- Assist families both telephonically and through in-person contact with linkage to community resources and services.
- Complete case documentation, including contact notes, weekly and monthly case reports.
- Coordinate all administrative functions of the program, including data collection and scheduling.
- Plan and participate in special activities for the program or on behalf of clients.
- May be assigned the development, implementation and management of special projects and/or various programmatic activities
- Perform other duties as assigned by supervisor.

Position Qualifications:

A Bachelor's degree in Social Work or related field from an accredited college or university and two years of child welfare or social services experience. (Experience may include CPS, or other court or social services agency).

Preferred Experience:

A strong preference for bi-lingual abilities with knowledge and expertise in the needs of children 0-5, substance abuse and domestic violence; and experience with navigating the child welfare and community resource systems.

Knowledge, Skills, and Abilities:

Ability to actively listen and use basic problem solving skills; ability to work in a fast-paced environment; effectively research and create relationships with community resources and services; work independently and cooperatively as part of a team; use a positive, strengths-based approach in working with staff, interns, and families; relate sensitively and non-judgmentally to parents and their children; recognize and record significant individual and family behaviors; learn from direct experience as well as from training and supervision; and establish and maintain working alliances with parents and young children. Knowledge of: developmental, emotional and cognitive needs of infants and toddlers within a relationship context; key risk and protective factors that influence early development; attachment theory and its application to intervention with parents and young children; addiction philosophy and treatment issues; issues related to domestic violence, client motivation and dependence; social issues as they relate to drug addiction, i.e., domestic violence, homelessness, poverty, unemployment, etc.; principles and practices of case management; services and functions in foster care, neglect issues and child abuse; current court practices and procedures as they pertain to the assigned area; community resources and agencies; relevant laws, rules, regulations and standards; capabilities and use of automated computer based software; business English, grammar and spelling; principles and techniques of effective communication, both written and oral.

Other Requirements:

Valid Class D Arizona driver's license and reliable personal transportation. Ability to pass a background check.

Working Conditions:

Additional physical and sensory abilities will be communicated by the supervisor. Must be willing to work occasional evenings and weekends.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

How to Apply:

Submit a cover letter and résumé via email to:

Email: andersonm005@superiorcourt.maricopa.gov